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State of Illinois
ILLINOIS GREEN GOVERNMENT COORDINATING COUNCIL

SUSTAINABILITY PLAN TEMPLATE FOR ILLINOIS STATE AGENCIES

INTRODUCTION

The Illinois Green Government Coordinating Council has prepared this sustainability plan template to provide agencies with a straightforward framework to prepare a sustainability plan, as required by the Green Governments Illinois Act (Public Act 95-0657). The Sustainability Plans must be submitted to the Council by February 1, 2008. The Council will identify agency staff to assist agencies with their planning efforts; please refer to the Green Solutions website (www.GreenSolutions.il.gov) for staff contacts.

The Council intends this template to be used in conjunction with the Sustainability Planning Guide. The Guide is also available on the Green Solutions website.

Once an Agency Sustainability Plan is developed, agencies will be responsible for reviewing and updating information in the plan each year. However, they will not have to develop a new plan unless major changes are in order.

INSTRUCTIONS

Respond to the questions included in brackets [ ] in each section of the Template. These questions are included to help guide agencies in writing the plan, but should not be considered all-inclusive. State agencies may add any additional information, as they deem appropriate.

Delete all italicized language upon completing each section of the plan. This is guidance to help you in writing the plan.

State agencies may choose to submit a draft copy of their sustainability plan to the Council to receive feedback and comments before submitting a final copy. Instructions for submitting draft and final sustainability plans will be detailed on the Green Solutions website.

[AGENCY NAME]
SUSTAINABILITY PLAN

Date: _____
Agency Sustainability Team Designee: _____
Phone: _____
Email: _____

This Sustainability Plan has been reviewed and approved on [_____*Insert Date*_____]

_____

Signature of Agency Head

1. Agency Information, Sustainability Team and Impact Identification

1.1 Agency Description and Scope

[*Include information on agency mission, number of staff, number of facilities, location of facilities, etc.]*

1.2 Agency Sustainability Team Members

[*List members of your sustainability teams(s), responsibilities, meeting schedule, and other relevant information*]

1.3 Agency Impacts on the Environment

[*Identify the major operational activities of your agency that effect the environment, e.g. using electricity, printing reports, shuttling clients, conducting field work and watering lawns*]

[*Where feasible, identify the specific impacts of these operational activities, e.g., agency use X gallons of water per year, X kilowatt-hours of electricity per year, X gallons of fuel per year, X amount of materials or supplies per year, or generates of X pounds of waste year*]

1.4 Agency Operational Costs

[*Identify the financial costs of your agency's activities identified above, e.g., agency spends $X per year on electricity, $X on fuel, $X on waste disposal*]

2. Long-Term Goals

[*Please identify your agency's long-term goals for making your operations more sustainable. These can be broad as necessary and are not intended to be a list of specific actions the agency will be taking. Some examples of long-term goals are, "reduce paper consumption by X percent a year, reduce fuel consumption by X percent by 2012, reduce electricity use by X percent a year, reduce water consumption by X percent, eliminate purchases of mercury-containing product, and increase fuel efficiency of fleet by X percent."*]

3. Agency Action Steps

[*Agencies should identify specific strategies and actions required to meet their goals. This should include specific tasks, responsible staff or responsible division or title of responsible staff, and timeframes*]

4. Education and Outreach

[*Identify ways you agency will educate appropriate staff on sustainability efforts and encourage new ideas within the agency*]

5. Continuous Improvement

[*Describe the process by which sustainability efforts will be evaluated and monitored to ensure they are working and achieving the goals, and how the sustainability plan will be reviewed and modified, if necessary, and who will be responsible for overseeing this process*]